

BP-03164



BIDDER CHECK LIST

| | |
|---------------------------------|-------|
| HAVE YOU SIGNED BID | _____ |
| SIGNED AFFIDAVIT PAGE | _____ |
| INCLUDED PROPER BID BOND | _____ |
| FILLED OUT ALL APPLICABLE FORMS | _____ |
| RETURNED ORIGINAL & DUPLICATE | _____ |
| COPIES OF BID DOCUMENTS | _____ |

CITY OF BALTIMORE

SPECIFICATIONS AND PROPOSAL

FOR

PRINTED ENVELOPES-TREASURY MANAGEMENT

TO - THE BUREAU OF PURCHASES

CONTRACT NUMBER – BP-03164

RETAIN THIS COPY FOR YOUR FILE

DATE DUE JUNE 4, 2003 11:00 A.M.

NOTE: QUESTIONS CONCERNING THESE SPECIFICATIONS AND PROPOSAL SHOULD BE DIRECTED TO THE BUYER.

Sylvia Rawlinson, Staff Buyer

TELEPHONE - (410) 396-5724

FAX: 410-396-1822

SPECIAL CONDITIONS

SCOPE OF WORK

To furnish various recycled printed envelopes for the Department of Finance, Bureau of Treasury Management, for delivery as stated herein.

TERM OF CONTRACT

This contract shall be for a period of one year. Prices shall remain firm for this period and shall include cost for inside deliveries as stated herein. An option to extend for one additional year shall be at the sole discretion of the City. At that time the vendor shall submit to the Buyer bona-fide documents from the paper mill reflecting any percent of increase/decrease on the recycled envelope paper cost for the extended year's time in relation to pricing stated herein. Baltimore City reserves the right to accept or reject any price difference within 30 days after receipt of request.

F.O.B. DESTINATION

Envelopes will be delivered to: Department of Finance-Treasury Mgmt.
Abel Wolman Municipal Bldg.
200 N. Holliday Street, Room 7
Baltimore, Maryland 21202

INSIDE DELIVERY REQUIRED – SEE ENCLOSED DELIVERY SCHEDULE.
ENVELOPES MUST BE RECEIVED WITHIN 2-3 DAYS OF REQUESTED
DELIVERY DATES EACH MONTH.

QUANTITIES

This is a requirements type contract for one year after proper execution of all contract documents have been completed and approved:

- A. Unless stated otherwise in this specification and proposal, the City of Baltimore is obligated during the period stipulated to purchase all of its normal requirements of the items specified from the vendor and the vendor is obligated to supply the quantities which the City of Baltimore requires for its operation. THE DOLLAR VALUES AND/OR QUANTITIES STATED HEREIN ARE GIVEN AS A GENERAL GUIDE FOR BIDDING BUT ARE NOT GUARANTEED AMOUNTS BUT THEY REPRESENT THE BEST ESTIMATE OF THE CITY.
- B. Actual requirements ordered may be more or less than those estimated herein. If, however, at the end of the one year period that this contract is signed and legally in force, the City has not placed any order(s) for the materials estimated in this proposal, said contract will be declared null and void, and will be considered as having terminated and the city will then solicit bids for a new contract at its sole discretion.
- C. With reference to Paragraph A above, the City reserves the right to solicit new competitive bids for any major individual requirements for any item covered by this contract at the sole discretion of the City Purchasing Agent.
- D. The City will only make payments for envelopes actually ordered and received.

METHOD OF PURCHASING

A purchase order will be issued for the full amount of award. However, the vendor will only be paid for the amounts delivered after; receipt of related invoice has been processed by the agency. The Bureau of disbursement will issue the check.

INVOICING

Send invoices in triplicate to: Department of Finance
Treasury Management Division
200 N. Holliday Street, Room. 7
Baltimore, Maryland 21202
Attn: Mr. Michael Heaney

Invoices shall state purchase order number, quantity supplied, unit price, totals, and date of delivery/invoice.

TERMINATIONS

- A. If funds are not appropriated or otherwise made available to support contract continuation in any fiscal years, the City shall have the right to terminate the contract without any obligation or penalty.
- B. When the contractor has not performed or has unsatisfactorily performed the contract, payment may be withheld at the discretion of the City. After notification of non-compliance with specifications herein, vendor shall perform according to said contract or be at fault for cause of termination without penalty to the City.

BASIS OF AWARD

This contract shall be awarded on a "lump sum basis" to the responsive, responsible bidder offering the lowest total lump sum price of all items. All items must be quoted to receive an award. Individual unit prices are requested.

NOTICE OF AWARD

Promptly after award by the Board of Estimates, the successful bidder will receive an "Award Notification" letter from the City Purchasing Agent enclosing documents which must be executed and returned to the Contract Section within ten (10) days. When these documents are received and verified correct, a purchase order will be issued.

FIRST SOURCE HIRING

See information packet and forms attached.

SPECIFICATIONS

DELIVERY WILL BE FROM JULY, 2003 THRU JUNE 2004.

ALL ENVELOPES ARE MADE FROM RECYLCED PAPER, 24 LB.WHITE WOVE.

ENVELOPES TO BE PRINTED WITH GREEN PMS 456 INK EXCEPT FOR
SAMPLE #8- RETURN ENVELOPE - WHICH IS PRINTED IN BLACK INK.

WINDOW ENVELOPES HAVE SECURITY TINT AND LOW GLOSS COVER.

*SEE ATTACHMENT FOR DELIVERY VARIANCES IN QUANTITIES, STYLES,
AND THE DATES REQUIRED.

*SEE ATTACHMENT FOR TYPE STYLE ON CITY RETURN ADDRESSES.

*SEE PHOTOCOPY SAMPLES OF ENVELOPE PRINT REQUIREMENTS AS ALL
PRINT DIFFERENT; I.E. SOME WITH JUST LOGO BOXES, SOME WITH
PERMIT POSTAGE, ETC.

ITEM #8- OF SAMPLE #8- HAS PRINTED ON BACK UNDER FLAP TO READ:

1. Make your check payable to
DIRECTOR OF FINANCE
2. Do not forget to write the amount and account
number on, and to sign your check
3. DO NOT ENCLOSE CASH OR CORRESPONDENCE
4. Do not fold, staple, clip or tape your check or money
order to payment stub.
5. Be sure the mailing address shows
through the envelope window.

QUESTIONS PERTAINING TO ENVELOPES SHOULD BE DIRECTED TO
MR.MICHAEL HEANEY @ 410-396-1923.

QUESTIONS PERTAINING TO CONTRACT DOCUMENT SHOULD BE DIRECTED
TO THE BUYER, MS. SYLVIA RAWLINSON @410-396-5724.

ENVELOPES SHALL BE PACKED 500/BX. AND 10 BOXES PER CARTON. EACH
CARTON SHALL HAVE SAMPLE ENVELOPE DISPLAYED FOR EASE OF
IDENTIFICATION BY AGENCY.

**PROOFS REQUIRED. A PROOF OF EACH ENVELOPE SHALL BE
DELIVERED TO MR. MICHAEL HEANEY FOR APPROVAL.
THE AGENCY SHALL BE RESPONSIBLE FOR ANY PRINTED MATERIAL
APPROVED IN ERROR. ERRORS BY FAULT OF CONTRACTOR
SHALL BE THEIR RESPONSIBLTY TO CORRECT WITHOUT
ADDITIONAL CHARGE TO THE CITY.**

BID PROPOSAL

PROPOSAL OF _____ TELEPHONE _____

ADDRESS _____ FACSIMILE _____ EMAIL _____

CITY _____ STATE _____ ZIP CODE _____

BIDS DUE: **JUNE 4, 2003** CONTRACT: **BP-03164-PRINTED ENVELOPES-
TREASURY MANAGEMENT**

To The Board of Estimates
Of Baltimore City

The undersigned agrees to furnish, deliver **PRINTED ENVELOPES-TREASURY
MANAGEMENT** for the Bureau of Purchases in accordance with specifications and
other related documents herein.

BASIS OF AWARD:

This contract shall be awarded on a “lump sum basis” to the responsive, responsible
bidder offering the lowest total lump sum price of all items. All items must be quoted to
receive an award. Individual unit prices are requested.

FIRST SOURCE HIRING: See information packet and forms attached.

ITEM #1
120,000 EA.

SAMPLE #1
WHITE CITY LOGO ENVELOPE WITH INSIDE SECURITY
TINT, 24 LB. WHITE WOVE. SIZE #10, RECYCLED,
PRINTED WITH PMS 456 GREEN INK, FACE ONLY, WITH A
4” X 1.5” LOW GLOSS COVERED WINDOW LOCATED 1”
FROM BOTTOM EDGE AND .5” FROM LEFT EDGE. OPEN
SIDE, DIAG. SEAMS. SPLIT GUM ON COMMERCIAL FLAP.

\$ _____ EA. \$ _____ TOTAL

ITEM #2
600,000 EA.

SAMPLE #3
AS ABOVE EXCEPT PRINTED AS SHOWN ON SAMPLE #3

\$ _____ EA. \$ _____ TOTAL

ITEM #3
180,000 EA.

SAMPLE #4
AS ABOVE EXCEPT PRINTED AS SHOWN ON SAMPLE #4

\$ _____ EA. \$ _____ TOTAL

BID PROPOSAL

ITEM #4
800,000 EA.

SAMPLE #6
AS ABOVE EXCEPT PRINTED AS SHOWN ON SAMPLE #6

\$_____EA.

\$_____TOTAL

ITEM #5
2400 EA.

SAMPLE #2
WHITE CITY LOGO ENVELOPE, SIZE #10, RECYCLED. 24 LB. WHITE WITH GREEN PMS 456 INK. DIAG. SEAMS, OPEN SIDE, SPLIT GUM ON COMMERCIAL FLAP.

\$_____EA.

\$_____TOTAL

ITEM #6
12,000 EA.

SAMPLE #5
AS ABOVE EXCEPT SEE SAMPLE #5 FOR LAYOUT

\$_____EA.

\$_____TOTAL

ITEM #7
36,000 EA.

SAMPLE #7
AS ABOVE EXCEPT SEE SAMPLE #7

\$_____EA.

\$_____TOTAL

ITEM #8
1,400,000 EA.

SAMPLE #8
WHITE RETURN ENVELOPE, RECYCLED, PRINTS FRONT AND BACK. BLACK INK. SIZE 3-3/4 X 8-5/8 WITH WINDOW SIZED 3/4" X 3-1/4" LOCATED 3/4" FROM BOTTOM AND 1/2" FROM LEFT. COMMERCIAL FLAP, DIAG. SEAM- E-Z INSERT, INSIDE BOTTOM FLAP TO SHOW THRU FRONT WINDOW PRINT TO READ: "Please be sure the return address shows through window". ABOVE WINDOW READS: "COLLECTION DIVISION" IN SIZE 10 BOLD PRINT. SEE SPECIFICATIONS PAGE FOR PRINT REQUIREMENT UNDER FLAP.

\$_____EA.

\$_____TOTAL

TOTAL LUMP SUM BID – ALL ITEMS #1-8 = \$_____

City of Baltimore
Bureau of Purchases
Department of Finance
231 E. Baltimore Street
Suite 300
Baltimore, MD 21202

May 15, 2002

ADDENDUM #1

Solicitation NO.: BP-03164-PRINTED ENVELOPES-TREASURY MANAGEMENT
Date Due: June 4, 2003, 11:00 a.m. Eastern Daylight Time.

PLEASE MAKE THE FOLLOWING CHANGE:

See Item #8 on Pink Bid Proposal Page - BP-2

White Return Envelope . . .

Inside bottom flap to show thru front window print to read – “Please be sure the return address shows through window”.

Remove above statement from item description.

NO PRINT SHOWS THRU FRONT WINDOW. See Sample Envelope #8.

IF THEY SO DESIRE, VENDORS WHO HAVE ALREADY SUBMITTED THEIR BID MAY PICK IT UP AT THE COMPTROLLER’S OFFICE, ROOM 204, CITY HALL, 100 N. HOLLIDAY STREET AND RESUBMIT THEM ON OR BEFORE **JUNE 4, 2003**. IF BIDS ARE PICKED UP, PLEASE MAKE THE NECESSARY CHANGES.

You may direct any questions regarding this addendum to the Buyer, Sylvia Rawlinson, 410-396-5724.

Arthur B. McNeal Sr., CPPO, MCA
City Purchasing Agent

ABM:SR:dm

